

Conseil Ouest et Centre Africain pour
la Recherche et le Développement
Agricoles



West and Central African Council for
Agricultural Research and
Development

HUMAN RESOURCES & OPERATION OFFICER

Locally recruited position

Based in Dakar, Senegal

REF:03/CW-DAF/SE-2010

Call opening: 01 August, 2010

Call closing: 31 August, 2010

The Conseil Ouest et Centre Africain pour la Recherche et le Développement Agricoles/West and Central African Council for Agricultural Research and Development (CORAF/WECARD) is a non-profit public international agricultural research and development association. Established in 1987 and comprising 22 member states in West and Central Africa, CORAF/WECARD's Executive Secretariat (ES) is based in Dakar, Senegal and is headed by the Executive Director (ED). The ES serves as the focal point for development partners and other stakeholders and undertakes and coordinates the sharing and exchange of information between the member countries and agricultural research Institutions.

To ensure the effective implementation of its programmes and the coordination of the sub-regional cooperation, the organization has embarked on institutional reforms to strengthen its human resources management systems which will help to ensure that CORAF/WECARD is able to attract and retain competent, honest, committed and motivated human resource. To support these initiatives, CORAF/WECARD is seeking to recruit a **Human Resource & Operation Officer (HRO)** to be based at the ES headquarters in Dakar.

Under the direct supervision of the Director, Finance and Administration (DFA), the HRO will support the overall HR functions of the CORAF/WECARD. He/she will implement personnel policies and procedures and would educate and advise all CORAF/WECARD staff on the Organization's personnel policies and related Human Resource procedures. He/she will also assist the DFA on the day to day administration matters.

Essential Job Functions:

Recruitment

- Revise and post job advertisements;
- Assist in short-listing applicants;
- Make appointments with shortlisted candidates;
- Assist in the interview process;
- Conduct reference consultations of identified candidates;
- Prepare offer letters, employment contracts and other employment documents;
- Maintain files of all original contracts and other employment documents.

Medical Insurance

- Register all new staff to the medical insurance and other benefits in liaising with Finance Department;
- Be the focal person for all matters related to insurance claims and questions.

Payroll

- Prepare the monthly payroll with the accounting unit
- Submit copy of new contracts to the DFA.

Staff Profiles, Contact List and Emergency Contact List

- Update staff contact list and emergency contact list on a monthly basis;
- Maintain and update staff profile data.

Annual Leave

- Keep track of all annual leave of national and international staff;
- Liaise with staff and Senior Management to ensure strong communication and coordination of all staff leave;

Disciplinary and grievance procedures

- Prepare warning letters and/or dismissal letters upon request of Management;
- Review and investigate staff grievances and process relevant correspondence.

Training

- Find opportunities for staff training following requests of Management;
- Liaise with training institutions to provide training for staff;
- Participate in planning staff capacity building as required;

Personnel Files

- Maintain and update staff personnel files (contracts, job descriptions, leave requests, performance assessments, etc.).

Operations

- Liaise with other Directions and units to ensure maintenance of the building
- Liaise with insurance institution as the focal person for CORAF/WECARD insurance claims and update
- Assist the Director, Finance and Administration on administration matters
- Ensure follow-up of the car stock

Reporting

- Prepare a periodic report to Director, Finance and Administration as requested;
- Other duties as assigned by the Director, Finance and Administration or the Executive Director.

Qualifications & Experience

- Masters II or equivalent in Human Resources management, Public/Business Administration or related area
- Proficiency in MS Office applications, fluency in French and a good working knowledge of English is advantageous.
- Familiarity with HR compliance with Senegalese labour law is strongly preferred;
- At least 5 years experience in human resources management & administration preferably in an international context.
- Knowledge of international human resources policies, practices and procedures and the ability to apply them in an organizational setting.
- In addition, experience in managing and developing human resources policies and procedures.
- Familiarity with other human resources functions (compensation & benefits, training) and financial management (budgeting) would be advantageous.
- Excellent communication and interpersonal skills and be able to maintain a professional and service oriented demeanour while confidently prioritizing multiple tasks to meet tight deadlines.

Working with CORAF/WECARD

CORAF/WECARD is not just looking to fill a vacancy. Whenever it recruits, it is looking for individuals, who share its values, are adaptable and resourceful, and

who will complement the team and contribute to the development of the Organization.

Salary and remuneration will depend on the skills, experience and track record of the successful applicant, and will be locally competitive.

CORAF/WECARD invests heavily in creating a culture of quality, professionalism, mutual support and team work. It creates opportunities for continuing formal and informal professional development and training.

Nationality

The candidate must be a national of a CORAF/WECARD member state.

Duration

This contract will be for an initial period of twenty four months, subject to annual performance review. The contract may be renewed based on satisfactory performance.

Application procedure

If you are interested in applying, please e-mail a cover letter and your detailed CV, which must also include the names and contact details of three of your referees.

The application should be addressed to the Executive Director of CORAF/WECARD, Executive Secretariat, N° 7 Avenue Bourguiba, BP 48 Dakar-RP, Senegal and emailed to secoraf@coraf.org.

The application should be received at the CORAF/WECARD Secretariat no later than mid-night on the 31 August, 2010. **Only short-listed candidates will be contacted for interview.**

As required by CORAF/WECARD, the selected candidate will undertake and pass a medical clearance prior to acceptance by CORAF/WECARD.

Women applications are encouraged